

## 1. Key Message:



Thane Municipal Corporation has started Web base process of Online Building Permission Application Management System (BPAMS) since year 2008. It was made mandatory for every proposal to be submitted through online process. Certain provisions were also made in the system to accommodate old approvals to be processed through earlier procedures during the transition period. However since 2015 all the development proposals are strictly allowed to be submitted through BPAMS. In 2015 various majors were adopted to integrate various department of TMC to cut down the time taken for approval of Building Plans. These efforts have definitely reduced the time taken for approval considerably and also help TMC substantially, in increase of TMC's revenue. However the present system needs furthermore initiatives in perspective of citizen/stakeholder friendly services, accountability of TMC and transparency.

Accordingly, study group was formed to study the attempts made by various ULBs in MMR as well as within the country to improve the ease of doing business. It was also thought to have a manual of procedures for approval of Building Plans streamlining role of internal departments of TMC & Stakeholders. The Best practices adopted by the various ULBs and from the experience of BPAMS; certain city specific procedures were suggested to be adopted in the said manual by the study group.

This manual is prepared in order to operationalize the online BPAMS, which is aimed to have significant reduction in the number of procedures & time taken for approval of Building plans. TMC has developed the system, which includes facility of online calculation of fees, online payments, seamless integration amongst all internal, external agencies & stakeholders. The system provides one common application for sanction of building plan as well as final Occupancy cum Acceptance to Completion Certificate.

The manual is prepared after analyzing the current system, through consultation amongst TMC's internal departments & stakeholders. Hence it is obligatory upon



every department of TMC, Owner, Architect, License engineer to follow the procedures contemplated under this manual.

I am hopeful that with the assistance from all the stakeholders, this manual will certainly provide citizen friendly platform to ease out the procedures for approval of building plans. Further it will ensure accountability & transparency in governance as expected as per National & State policies.

Sanjeev Jaiswal  
Municipal Commissioner

Date : 30 Aug 2017





## 2. Manual for approval of Building plans

### 2.1 Pre-Application Stage

- 1) The Owner/Developer shall apply to Town Development Officer for obtaining Development Plan remarks in preformatted application form with enclosures of Records of rights of concerned property along with measurement plan and latest total station survey map under Right to Service Act, 2011 for obtaining detailed DP remarks for the property.
- 2) The Owner/Developer shall appoint qualified consultants for issuing the remarks/Certification as mentioned in the Table 1 and who shall provide services as envisaged in the Table 1 and manual. The Consultant's Remarks, Design and Completion Certificate submitted by the developer shall be considered sufficient for processing the proposal.

TABLE1

Sr. No.	Submission details and certification required prior to submissions of various applications.	Remarks/Certification by	Minimum qualification of consultant to be appointed by developer	Controlling authority of TMC
1	<b>While submitting application for Permission</b> Internal layout of Storm water drains with connectivity to nearby storm water channel	Consultant appointed by Owner / applicant.	Qualified Building Environment Auditor Accredited by Mo EFCC /Registered Engineers at TMC as the case may be.	Storm water Department /Environment Cell
	No Objection Certificate of Fire Department	Consultant appointed	Graduate with three(3) years	Chief Fire Officer



		by Owner / applicant.	experience in Fire Safety engineering.	
	Change in alignment of existing storm water channel within private property	Storm water Department	Architect has to submit application with justification and design	Storm water Department
	Internal Sewerage System/STP/Septic tank in case of absence of sewer line in the vicinity	Consultant appointed by Owner / applicant.	Qualified Building Environment Auditor Accredited by MoEFCC /Registered Engineers at TMC as the case may be.	Sewerage Department /Environment Cell
	Internal Water works and rain water harvesting	Consultant appointed by Owner / applicant.	Qualified Building Environment Auditor Accredited by MoEFCC /Registered Engineers at TMC as the case may be.	Water supply Department
	Permission for Bore well/ open well/ Use of tanker water	Applicant	-	Water Supply Department
	HVAC	Consultant appointed by Owner / applicant.	Qualified Building Environment Auditor Accredited by MoEFCC /Registered	DyCE (Elect)



			Engineers at TMC as the case may be.	
	Solar Water heating System	Consultant appointed by Owner / applicant.	Qualified Building Environment Auditor Accredited by MoEFCC	DyCE (Elect)
	Tree cutting & Transplantation	Consultant appointed by Owner / applicant.	Graduate in Horticulture, Botany or Agriculture with minimum three(3) years experience in relevant field.	Tree Authority.
	Parking and maneuverability, egress & out gress to the public road in case of Residential projects having layout area more than 4000 Sq. Mtrs and all Commercial projects and where mechanical parking is proposed.	Consultant appointed by Owner / applicant.	Qualified Building Environment Auditor Accredited by MoEFCC/ Registered Engineers at TMC as the case may be.	Environment Cell.
	Title Clearance Certificate and certification of Power of attorney whether subsist.	Advocate or solicitor	Minimum three (3) years experience in law field.	Legal Advisor
<b>2</b>	<b>At the time of Plinth Certificate</b>			
	Structural designs/ calculations and drawings	Consultant appointed by Owner /	Chartered Structural Engineer/ Registered	Proof check may be asked by




		applicant.	Structural Engineer at TMC	TMC
<b>3</b>	<b>At the time of Occupation Certificate.</b>			
	No Objection Certificate of Fire Department	Consultant appointed by Owner / applicant.	Graduate with three(3) years experience in Fire Safety engineering.	Chief Fire Officer
	Completion of Storm water related works	Consultant appointed by Owner / applicant.	Qualified Building Environment Auditor Accredited by MoEFCC /Registered Engineers at TMC	Storm water Department
	Completion of internal water works and rain water harvesting	Consultant appointed by Owner / applicant.	Qualified Building Environment Auditor Accredited by MoEFCC /Registered Engineers at TMC as the case may be.	Water Department
	Solar water heating system	Consultant appointed by Owner / applicant.	Qualified Building Environment Auditor Accredited by MoEFCC	DYCE (Elect)
	Completion drawings of structural details	Consultant appointed by Owner /	Chartered Structural Engineer/	Only for record purpose





		applicant.	Registered Structural Engineer at TMC	
	Internal Sewerage System /STP /Septic tank in case of absence of sewer line in the vicinity	Consultant appointed by Owner / applicant.	Qualified Building Environment Auditor Accredited by MoEFCC /Registered Engineers at TMC	Sewage Department
	Completion Certificate with detail completion drawings for Change in alignment of existing storm water channel within private property	Consultant appointed by Owner / applicant.	Qualified Building Environment Auditor Accredited by MoEFCC /Registered Engineers at TMC	Storm water Department
	Tree plantation	Consultant appointed by Owner / applicant.	Graduate in Horticulture, Botany or Agriculture with minimum three (3) years experience in relevant field.	Tree Department only for verification of site.
	Organic waste composting	Consultant appointed by Owner / applicant.	Qualified Building Environment Auditor Accredited by MoEFCC /Registered Engineers at TMC	Environment cell



Where certification is done by the consultant, it shall be sent to the controlling authority for their comments, if any. The controlling authority will convey their comments within 7 days to concern consultant for compliance required, if any and to Town Development Department. In the meantime TDD will process the proposal for approval relying on the comprehensive undertaking submitted by owner/ Architect and Applicant. However it shall be obligatory upon the applicant to ratify the deviations pointed out by the controlling authority before applying for plinth certificate and designs/ constructions carried out shall be ratify at the cost of applicant. The consultant shall also be responsible for the adequacy of remarks issued by him.

Exception: No Commencement Certificate will be issued without Fire NOC as per the requirement of DCR & Tree NOC where tree cutting is required, if any.

#### **4) Internal services:-**

The design, laying & providing of internal services within a single building or within a Layout proposal shall be the responsibility of the Developer/Architect and the consultants appointed by him.

Developer/Architect shall obtain remarks/design from consultants for each of the internal Services for full potential of development on the Land under Development, incorporating guidelines and specification as laid down by the ISI, MRTP Act, National Building Code and Development Control Regulation.

The completion certificate of the work done in accordance with the remarks shall also be in sisted from the consultants only. Architect/developer shall submit such remarks/design/completion to the TMC for record purpose only.

TMC shall issue remarks/completion/NOC within seven(7) days & only in respect to connectivity of each such service to the TMC facilities.

#### **5) Tree Authority NOC :**

##### **(i) In case of cutting and transplantation of trees :**

The application along with the Tree Plan prepared by the Consultant for NOC from Tree Authority shall be submitted to Tree Dept. The proposal shall be submitted



prior to Layout approval or Building proposal and Tree Department shall process such application without insisting on any layout approval or building proposal approval. Tree Department shall process such applications received for NOC from Tree Authority within 7 days as per the footprint reflected in the plan submitted by the applicant and by following due procedure and put up before next Tree Authority meeting.

Once the proposal is approved by the Tree Authority the NOC shall be issued within 4 days.

The revised Tree Authority NOC shall be required only in case the foot print of the proposed building line, basement/podium line, is extended out ward.

**(ii) In case of no cutting of trees:**

Architect and Owner/Developer shall submit the certified copy of the Tree plan prepared by the consultant, showing the trees on the plot as per the site condition, with details of trees, duly signed by both consultant & owner/developer to Town Development Department, along with the Building Proposal application. Consultant and Owner/Developer will be responsible for correctness of number and location of trees shown on the plan and will be held responsible for mis-representation or for providing false Information.


**6) NOC for availability of water supply :-**

The applicant may submit the application for Remarks for availability of water Supply from the TMC considering the full potential of the plot under development along with the Consultant's report specifying the requirement of water supply for the project.

The Executive Engineer (Water Supply Department), shall accept and process such application without insisting Layout or building proposal approvals and shall issue its Remarks within 7 days of the receipt of the application.

**7) ULC NOC**

The developer/owner shall be responsible for compliance of the ULC NOC for the land under development. The developer/owner shall submit the registered undertaking cum indemnity bond on stamp paper as applicable indemnifying the



TMC & as per the directives & along with draft for the same issued by Dy. Director (UD) u/no- ULC-10(2008)/CR-1/2008/ULCA-1dt.1.3.2008.

### **8) Self-Certification**

The Owner/Developer shall submit self-certifications as per formats incorporated in this manual for Debris Management, composting of Organic waste and Property Tax.

### **9) Transfer Deeds and Possession receipt**

The Owner/Applicant shall submit draft of Transfer Deed and Draft of initial possession receipt at the time of submission for Development Proposal if Development rights of the same is proposed. Format of transfer Deed and possession receipt is as decided by TMC from time to time.

All the new Proposals (permission/CC/ Plinth/ OC/ amended plans) will be pre-scrutinized at Scrutiny Cell formed at Town Development Department. Pre-scrutiny will include submission of requisite documents, compliance of conditions, primary checking of documents and automated scrutiny of drawings etc. This shall be done to ensure submission of **complete proposals**. Such proposal will be permitted to be submitted at TDO/ CFC in soft copy and Hard copy after due certification by concerned Scrutiny cell head. Online application will be processed after submission of hard copy proposals by the concern Architect within three days. After three days online application will be rejected in totality for non submission of hard copy application, Till incorporation of e-sign for submission of applications. After incorporation of e-sign for application, no proposal in hard copies will be accepted and scrutiny cell will process only online applications. Scrutiny cell shall dispose of the application within 3 days.

All drawings shall be in the format of Pre-DCR, submitted through online BPAMS system.

The proposal should contain the Facts sheet by the Architect, containing salient features of the project, approvability as per DCR, Relaxations sought and their reasons, compliance of conditions. **No proposal shall be permitted to be submitted without such fact sheet.**



## 2.2 Application Stage

### 2.2.1 Application

The Architect / Licensed Engineer Surveyor shall submit the application for the building proposal as per the **procedures prescribed herein**.

### 2.2.2 Remarks/Certification from Consultants

Applicant / owner shall appoint Consultants as mentioned in Table 1 herein above for various internal and outside services required for completion of the lay-out.

All remarks/ Certification of such consultants shall be submitted by the Applicant along with the application as mentioned in Table 1 hereinabove. The respective Consultant & Owner/Developer shall be responsible for any defects in the internal services which may crop up due to any shortcomings/ mistakes in the remarks by the consultant. The design, adequacy and execution of all the services whose remarks are issued by the Consultant will strictly be the responsibility of the respective consultant and Owner / Developer. Architect shall be responsible for ensuring the incorporation of all the remarks given by various consultants for various services required for the proposal.

### 2.2.3 Verification of Title of the land

Architect/Applicant shall submit copy of certificate of the Title of the land under Development obtained from Advocate. The Architect/License Engineer shall also submit a copy of certificate from the same advocate certifying that the Power of Attorney (if any) in favor of the applicant, is valid and subsisting. The Architect/ Applicant shall further submit the certified true copies of documents under which the authority of the signatory of the application of the land is established. The verification of the title issued by the advocate of the Owner shall be regarded as compliance of provisions of DCR. The Applicant shall indemnify TMC against any claims that may arise in future on title of the land. All legal documents shall be self-certified by the Applicant.



## 2.2.4 Consent from Co-owners/Tenants/Occupants

### 2.2.4.1 From Co-Owners

The Architect/ Applicant shall submit copy of certificate from Advocate confirming that all the co-owners of the property have granted consent for the development of property. The Applicant shall indemnify TMC against any claims that may arise in future on title of the Land. These documents shall be self-certified by the Applicant.

### 2.2.4.2 Tenants in case of properties governed by Appendix “R” of DCR

The Architect/Applicant shall submit copy of certificate issued by concerned Prabhag Samittee/Land owning authority in respect of list of the tenants and tenements along with the existing area of the individual tenement. Owner of the land shall declare list of their current tenants on Affidavit with their existing areas.

The Architect/Applicant shall submit certificate issued by Advocate/Land owning authority confirming that minimum 70% of the occupants in the property have granted consent in favour of Owner/Applicant for the development of property.

The certificate issued by Advocate/Land Owning Authority as aforesaid shall be regarded as compliance of the provisions of DCR.

Any modifications and amendment issued by the aforesaid authority shall be accepted from time to time to process the modification/amendments of the Development Proposal. These documents shall be self-certified by the Owner/Applicant.

The registered undertaking cum indemnity, from the Owner or Applicant, stating that the permission/s granted for proposed development will not be used as tool to vacate the existing tenement/s, shall be insisted alongwith the proposal.



### **2.2.4.3 Proposals in respect of Layouts owned by MHADA**

The Architect/ Applicant shall submit copy of certificate issued by MHADA or their subsidiary authority in respect of list of the Occupants and tenements along with the existing area of the individual tenement.

The Architect/Applicant shall submit certificate issued by MHADA or their subsidiary authority confirming that minimum 70% of the occupants in the property have granted consent in favour of Owner/Applicant for the development of property.

The certificate issued by MHADA or their subsidiary authority as aforesaid shall be regarded as compliance of the provisions of DCR.


Any modifications and amendment issued by the aforesaid authority shall be accepted from time to time to process the modification/amendments of the Development Proposal. These documents shall be self-certified by the Owner/Applicant.

### **2.2.4.4 Consent from members in case of redevelopment of Society plots**

Applicants shall submit registered agreement and Power of Attorney executed between Society & Applicant for the proposed development/redevelopment and/or with confirmation from sub-registrar of Societies for such decision in AGM of the society. No separate consent of members of the society shall be insisted by TMC for granting Development Permission.

### **2.2.5 In case of proposals which require clearances from departments other than that of TMC, and as per the list herein below:**

- i) Forest/National Board for Wild Life (NBWL) in respect of properties affected by Forest.
- ii) NOC of Heritage Committee in respect of properties under Heritage List.
- iii) MCZMA clearance in respect of properties falling under CZMP.
- iv) Clearance of monitoring Committee in respect of properties falling under 500m periphery from Jail.


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- v) Clearance of monitoring Committee in respect of properties falling under Eco Sensitive Zone.
  - vi) Railway clearance if property falls under 30m from railway boundaries.
  - vii) Director of Industries in case of I to R proposals.
  - viii) Commissioner of Police.
  - ix) Concern Electric Transmission Company.
  - x) MMRDA
  - xi) MHADA/KHADA
  - xii) Metro/Mono Railway
  - xiii) Highway authorities
  - xiv) Defense Department
  - xv) Clearance from Collector for Class 2 land.

## **2.2.6 In case of plots affected by Reservation/Designations**

### **2.2.6.1 Buildable, Non Buildable reservations & Designations:**

- a)** TMC has issued comprehensive guidelines for each of the Buildable and Non Buildable Reservations. It specifies for every reservation the land area to be carved out & built up Area to be handed over to TMC. Hence the location shall be approved and issued by the D.P.Cell of TMC at the time of Building proposal approval as the case may be.
- b)** The proposal for Relocation of the reservation/Designations, development permission for Reservations/Designations, allowing Residential/Commercial User in Industrial Zone Land, and 50, 69 of DCR 1995 shall be processed by the D.P. Cell of TMC separately, within 15 days of the date of application and forwarded for approval by Competent Authority.
- c)** The proposal for handing over of reservation shall be submitted along with the Title certificate from Advocate/Solicitor and forwarded to the legal department for ascertaining the same. As the public notice is required to be issued, Legal Dept., shall send a draft of Public notice for publication within seven (7) days from the receipt of the proposal &





upon completion of the stipulated period of fifteen(15)days, shall clear the title or otherwise if objections are received within fifteen(15) days thereafter.

### **2.2.7 Scrutiny Cell and its functions**

Thane Municipal Corporation has established scrutiny cell for pre submission scrutiny. Online Development Permission applications scrutiny shall be done at scrutiny cell after submission of hard copy application and related documents. Primary document scrutiny and Pre DCR drawing shall be scrutinized at scrutiny cell and if no discrepancies found except condonation sought by Architect with justified reasons, the proposal will be submitted by creating permanent number. After creation of permanent number approval shall be accorded within 30 days. If any discrepancies found in pre-scrutiny at scrutiny cell, the proposal shall be rejected with all reasons and drawing scrutiny report within 3 working days of hard copy submission. Submission of application shall be with prescrutiny sheet duly signed by the Architect. Prescrutiny sheet format is annexed herewith.

After implementation of e-sign for submission of Development Permission, no hard copy applications will be accepted and all pre-scrutiny shall be done on online submission.

### **2.2.8 Fact Sheet and Concession Report**

#### **2.2.8.1 In case of Layout:-**

Incase of single building is proposed on single or amalgamated plots, then the separate layout/amalgamation shall not be insisted, however, the scrutiny fee as applicable for the same shall be recovered before granting the approval. The Architect/License Engg. Shall submit the scrutiny cum Fact Sheet for Layout Report as per annexed herewith.

**i) For Layout/subdivision/amalgamation Layouts admeasuring upto 4000 sqmt.:-**

The fact sheet along with plan submitted, by Architect/Applicant shall be scrutinized by Deputy Engr. (Bldg. Proposal) & will be approved by Dy CE/ TD & PO within 10 days. Based on the approved fact sheet, the layout report submitted by Architect/ Applicant will be approved by the concern Executive Engr. (Bldg. Proposal), within 10 days thereafter.

**ii) For Layout/subdivision/amalgamation admeasuring more than 4000 sqmt.**

The fact sheet along with plans submitted, by Architect/Applicant shall be scrutinized by Ex Engineer (Bldg. Proposal) and will be approved by Asstt. Director Town Planning within 15 days. Based on the approved fact sheet, the Report of the Layout Approval submitted by Architect/Applicant will be approved by Executive Engr.(Bldg. Proposal) and Dy.CE.E/TD & PO within 15 days thereafter.

**2.2.9 Undertaking and Indemnity:-**

The Comprehensive Undertaking and Indemnity executed by the Owner/Developer, as performs in **Annexure attached herewith** of the manual shall be registered and submitted to the Building proposal department by the Architect/ Applicant

**2.3 Development Permission and Commencement Certificate**

Notwithstanding what is contained in sub clause 3.1 and 3.2 herein above, only permissions shall be issued within a period of 30 days from the receipt of complete proposal after pre scrutiny at scrutiny cell and within 7 days of approval to layout (if any) including concessions from appropriate authority.

The C.C. upto plinth in such case shall be issued within 7 days of compliance of the clearance from the following departments, if any whichever applicable,

### 2.3.1 Commencement Certificate upto Plinth

In case of vacant plot or property with vacant structure to be demolished, the Applicant/Owner may at his option, apply for permission upto Plinth and CC upto plinth, pending approval of concessions, for the construction area upto 20000 SqM on submission of Undertaking as per the **Annexure attached herewith**. Such application can only be made after approval of layout.

The DYCE/ADTP, shall issue permission upto plinth and CC upto plinth for construction area upto 20000 SqM within 7 days of such application and submission of undertaking. The permission upto plinth shall be issued subject to the conditions mentioned in the registered Undertaking, from the Owner/ Applicant, as per **Annexure attached herewith** submitted by the Architect/License engineer.

### 2.3.2 Permission for full Building and CC upto Plinth

Permission for proposed full building shall be issued within a period of 30 days from the receipt of proposal and within 7 days of approval to layout (if any) and concessions from appropriate authority.

In case of Vacant plot or plot with vacant structure(s), Permission for full building shall be issued with CC upto plinth, if Architect/Applicant has submitted with Building Proposal the comprehensive undertaking & indemnity bond along with all documents and certification required to grant plinth CC.

In case of the property having occupied structures, if the Architect/License Engineer has submitted with Building Proposal the comprehensive Undertaking & Indemnity Bond along with all documents and certification, then CC up to plinth shall be issued within 4 days of submission of proof of demolition of the existing structure after vacating of the Occupants therein. Architect/ Applicant can also submit phase program of demolition proposed on the plot. The CC upto plinth shall be issued in phases, from time to time and within 4 days of submission of proof of demolition of the existing structure ( after vacating occupants therein) in accordance with phase program submitted by the Architect/Applicant.

### **2.3.3 Incase of the proposals which required clearances from the Heritage Committee:-**

Permission shall be issued only after receipt of NOC from the Heritage Committee & Plinth C.C. for such proposals shall be issued only after compliance of requisite conditions mentioned therein.

### **2.3.4 In case of building proposal wherein construction area exceeds 20000 SqM but below 150000 SqM.**

The Permission for the same shall be issued for the full permissible potential and the C.C. shall be restricted upto maximum 20,000 SqM construction area.

### **2.3.5 Temporary structures required for Building construction**


Temporary structure required for construction on layout submitted (e.g. labour camp, site office, sales office, show flat etc.) shall be approved by ADTP subject to restriction of CC for the area under temporary structure till the demolition of the same. Owner/ Applicant requires to inform within 7 days to TMC after demolition of such temporary structure.

## **2.4 Further Commencement Certificate Stage**

- 1) Application for further CC along with the fact sheet, site photographs, and status of work certificate shall be submitted by the Architect/Applicant.

The same shall be scrutinized along with the site visit by Dy./JE Engineer & Surveyor jointly and further CC shall be approved & issued by Ex. Engineer within 7 days of date of application, if all conditions are fulfilled. For waiving conditions with justified reasons submitted by Architect, the approval Authority shall be DYCE/ADTP.


- 2) The application for further CC shall be submitted along with clearance (if any) required from departments other than TMC. In case of proposal where construction area exceeds 20000 SqM, the application shall be accompanied with clearance from Environmental Cell.

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- 3) The developer shall obtain NOC from Electrical Service Provider for substation/ Receiving Station for the full potential of the plot at the time of further CC.

## **2.5 Amendments to Building Plans and layout**

Building plans approved are required to be amended while the construction is being carried out. The Amendment are required to be done for many reasons, including site conditions, market requirements, Tenants/Occupants requirements and many other reasons. Since work is ongoing, and any stoppage of work will result into financial loss, customer and tenants complaints and claims, and such other reasons, it is noticed that such amendment are incorporated at the site, but are submitted to TMC for its approval at the time of seeking OC of the building or a wing. The TMC is intending to create an environment of compliance and for such reason states, that any amendment to building plan or layout of the ongoing project shall be approved within stipulated time and on priority to any other new or miscellaneous proposals.

- 1) Where amendments of Building Plans, do not require any revision of CFO NOC or Tree NOC or concessions granted, then such amendments shall be approved within a period of 10 days of submission of the amended plans with Fact sheet and Report for amendment by Architect/Applicant. Fact Sheet shall be scrutinized by Dy. Engg. Within 7 days of submission and shall be approved by DYCE/ADTP. Within 10 days, who shall approve the plans of building approval within 10 days of the submission of application for amendment to building approval.
- 2) Where amendment to Building plans require revision of CFO NOC, then Architect/Applicant shall submit the amended plans to CFO for its amended remarks and CFO shall scrutinize the such amended plans within 7 days of submission and shall issue the amended Remarks within 7 days of application. CFO shall grant Revised Remarks which are consistent with the original remarks and also considering structure which is being constructed at the site as per original remarks.

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- 3) Where amendment to Building plans require revision of Tree department remarks, then Architect/ License Engineer shall submit the amended plans to tree department for its amended remarks and department shall scrutinize such amended plans within 7 days of submission and shall issue the amended remarks within 7 days of application.
  - 4) Where amendment to Building Plans require revision of Concession already approved, and then the Architect/Applicant shall submit the Fact sheet with justification for amended building proposal. The amended building plans shall be scrutinized by Dy. Engineer/Ex Engg. and approved by DYCE/ADTP within 10 days from date of submission of proposal by the Architect / Applicant. The Concession Report for amended plans submitted by the Architect /Applicant Shall be scrutinized by concerned Executive Engr. & ADTP. and same shall be submitted for approval of Competent Authority within 10 days of from the approval of fact sheet.
  - 5) The approval to amended Building Plan shall be issued by Executive Engineer within 7 days of receipt to approval to concession report and receipt to revised remarks of C.F.O.(if any) and NOC from Tree Department.(if any).

## **2.6 Occupation Certificate (O.C.) / Acceptance of Building Completion Certificate (ABCC) stage**

The Architect / Licensed Engineer / Applicant shall submit compliance reports along with completion certificate obtained from the consultants to the CFO and Tree Authority wherever applicable.

1. The CFO and Tree Authority shall complete the site inspection within 7 days of receipt of such application along with the completion reports of the consultant through the Architect. On the satisfactory completion of the site visit, the CFO and Tree Department shall issue completion certificate within 7 days hereafter.

In case the final NOC for completion certificate is not issued within 7 days of the date of application or any observation / objection is not communicated to the Architect / Licensed Engineer / Applicant, then the



application requesting for the completion certificate shall be deemed to have been approved by the Tree Department and CFO respectively.

2. The Architect / Licensed Engineer / Applicant shall submit fact sheet along with compliance reports and completion certificate obtained from Tree Department and CFO Department, as per the forms of the manual respectively, to the Town Development Department.
3. The Architect / Licensed Engineer / Applicant shall also submit completion certificate in respect of the building along with completion report from various consultants in respect of internal services and self-certifications as may be required.
4. The Architect / Licensed Engineer / Applicant shall also submit Assessment NOC or latest paid bill of Assessment Ta along with application for OCC / BCC in respect of plot on which each of the Building or a wing is constructed.
5. In cases of single building:  
On submission of BCC by The Architect / Licensed Engineer / Applicant, OC / ABCC Shall be issued simultaneously and within 15 days by Executive Engineer subject to compliances of the approval conditions.
6. In case of a Building or wing of Building in layout:  
On submission of BCC by The Architect / Licensed Engineer / Applicant for each of building or wing in the layout ( except for the last building / wing in the layout) OC and ABCC shall be issued simultaneously and within 15 days by Executive Engineer, subject to compliances of the approval conditions in respect of such building / wing.  
Layout completion shall not be the precondition for issue of OC and ABCC for each of a building or a wing (except for the last building / wing)in the layout & on layout compliance.  
The OC and ABCC of the last building or wing in the layout shall be issued simultaneously with layout completion certificate.
7. The communication of refusal to OC and ABCC with details reasons, shall be issued within 7 days from the date of application and submission of requisite compliances.

## 2.7 Layout, Subdivision, amalgamation Completion:-

1. All Reservations and public Amenities provided within Layout shall be handed over to TMC, on or before grant of OCC/BCC for the area exceeding 75% of the approved Built up Area of the Plot.
2. All infrastructures in the Layout shall be completed on or before grant of OCC/BCC of area exceeding 90% of the approved Built up area of the plot
3. Layout Completion Certificate shall be issued by ADTP within 15 days of application being made for the same by Architect/Engineer /Applicant.


### 2.7.1 Handing over of Reservations, Amenity and area under D P Road

- a. All Buildable, Non Buildable Reservations and area under D. P. Roads shall be handed over to Development Plan Cell only and possession receipt for the same will be signed by Town Development and Planning Office (Development Plan) and Owner / Developer. The handing over of the reservation will happen only to D. P. Section and presence of other departments will not be required. Town Development and Planning Office (Development Plan) shall intimate the receipt of possession to Estate Department and Estate department will intimate further to the user department within 7 days from the date of possession. On such intimation such reservation etc., shall be deemed to have been taken over for security, maintenance and for further necessary action by Assistant Commissioner (Ward). The Developer / Owner shall secure and maintain such reservation for a period not beyond 90 days from the date of handing over to D.P.Cell.
- b. The Owner/ Applicant shall submit five sets of possession receipt, final measurement plan, registered transfer deed, MA form duly filled, site photographs to DP cell. DP cell will after taking over possession send four sets to Estate department for information. It is the duty of Estate department to update their records and inform concerned user department and AMC of concerned ward office with requisite documents.



## 2.8 General

1. All Payments for fees, charges, deposits, premium etc All payments for fees, charges, deposits, premium etc. payable in respect of the building proposal shall be paid at the CFC only. It is preferred to use Online payment gateway for such payments by applicant/ Owner, either by way of credit/debit card or NEFT.
2. The Architect / Licensed engineer / Applicant shall submit the last paid assessment bill receipt for property under development, along with self-certification received from the Developer / Owner to the Building Proposal Dept. The NOC from Assessment Department of TMC shall be insisted only for granting OCC / BCC for the Building proposal. The NOC from Assessment Department of TMC shall not be insisted for obtaining any other remarks or permissions or connections from any departments of TMC.
3. Separate NOC shall not be insisted from TMC where the remarks/Certification from the consultants or self-certificate as applicable are submitted for the building proposal / layout on land under development.
4. All Applications, Remarks, Reports and completion certificates etc. shall be as per the standard format prepared in the manual.
5. Wherever the remarks and completion have to be obtained from Consultants, the same also shall be in accordance with the format prepared in this manual.
6. The Commencement Certificate shall be issued by DY.CE/ADTP henceforth.
7. All Remarks by the TMC shall be issued for the entire project period and will remain valid for the entire project period.
8. All remarks by TMC and Consultants, shall be issued for the full potential of the project as requested by the applicant and shall be issued without insisting for Layout or Building proposal approval. No fresh Remarks shall be insisted in the event of modifications to the layout or building proposal plans unless there is more than 10% variation in the parameters of the remarks. For example in case of Remarks issued for Water



requirement of the project, No new Remark shall be insisted / required unless the amendment or modification proposed to the layout or plan of the building results in increase of more than 10% of the total water requirement of the project from the total Water requirement as per the remarks issued earlier. However this condition will not be applicable for CFO remarks which shall be obtained for all those amendment /modification in the building proposal which requires revised approval of C.F.O.

9. Site Inspections wherever required must be carried out within 3 days of receipt of application.
10. The formats, requirements and check lists given in the Manual, shall be followed and no other documents or requirements will be asked for. However in case of any special need, any document or requirement are necessary to process the proposal then the reason for seeking such additional document or requirement shall be communicated to the Developer / Owner and Architect / L.E. / APPLICANT by Executive Engineer. The Developer / Owner and Architect / L.E. / APPLICANT can refer the matter to the Deputy City Engineer / ADTP in case of disagreement to the reasons given for seek in such additional documents beyond those mentioned in the Manual for Building approval. The decision of the Dy.CE / ADTP shall be final and binding.
11. Wherever the concerned engineer has any observation in respect of building proposal, he shall communicate the same to the Architect / L. E. / APPLICANT and Developer / Owner, within 10 days of receiving application along with specific reasons and also with suggestion of corrective measures. Such communication in respect of remarks/ NOCs / Approvals / CC / Further CC etc. can be given only once along with valid reasons and on compliance to these reasons in the form of additional documentation and / or justification by Architect, the proposal shall be processed immediately.
12. The developer shall be entitled to change his consultants appointed provided the remarks/certification or completion offered by the new consultants are in consonance with the remarks offered by earlier consultant.


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13. The number of working days for processing of the proposal stated in this circular shall be binding on the concerned officer. In case of a failure of complying with the time frame by the officer, the next higher authority will assign the work to another officer.
  14. ADTP shall monitor that all the proposals are processed as per the manual and as per the time period mentioned in this circular and this manual. Any file or proposal, which is delayed beyond the period mentioned in this circular or manual, shall be called for by the Dy.CE/ ADTP within a period of 7 working day so such delay and joint meeting with Concerned E.E., D.E., along with Architect/L. E./ APPLICANT and Owner/ Developer shall be called by Dy.CE/ ADTP within next 4 days and it will be ensured that all issues are resolved in such joint meeting. If there are any issues which cannot be resolved at the meeting of the Dy.CE/ ADTP, then the matter shall be referred to Commissioner by Architect / Owner or Concerned Dy.CE/ ADTP, who shall give suitable directions to ensure that proposal is cleared within 10 days of implementation of such directions.
  15. The Dy. CE/ ADTP shall be review auto generated reports of time lapse of each proposal monthly and call for explanations and reasons from concerned officers for all proposals and files which are being delayed beyond the period mentioned in this circular or manual.
  16. The departments shall provide the following details on TMC website in co-ordination with ADTP office so as to make available the data online. Till the same is achieved, the respective remarks for the particulars mentioned in the table here in below shall be issued by the concerned TMC department within 7 days of application.
  17. The details shall be with respect to the common base plan which shall contain the details such as S. No./ C.S. no, Villages, etc.

TABLE-2

Sr.No	TMC Depts.	Remarks particulars
1	TDO	a) Road Line Sanctioned b) Road Line proposed
2	Dy CE (Drainage)	a) Invert Level of Manholes b) alignment of existing sewer line.
3	Dy CE ( Water Supply)	a) Alignment of existing water mains with dia & ESR Capacity b) Alignment of water mains with dia.
4	Dy CE ( Drainage)	a) Alignment of Nallahs/drains along with Invert levels & cross sections
5	City Engineer	a) Road Level to be maintained.

18. Architect / L.E. shall check & submit quarterly progress / Status report along with photographs, about the construction of the proposed building/s, stating that the work is carried out as per the approved plans. Architect / L.E. shall also inform immediately, in writing to respective section in case the construction work is found to be deviating from the approved building plans and shall submit the amended plans for approval to the Building Proposal Section.

## 2.9 Responsibility of the Architect / L. Engineer

- a. The work shall be supervised by the concerned Architect/L. Engineer who will ensure that the same is carried out strictly as per the approval. Confirmation of ownership of land / plot area and land boundaries in the name of applicant shall be jointly responsibility of concerned Architect/ L.Engineer and the owner.
- b. It will be the responsibility of the concern Architect /L. Engineer, Site Supervisor & Structural Engineer appointed for the proposed development, jointly or severally to ensure that all plans shall be in consonance with provisions of Development Control Regulations. All the requirements of the DCR / DP shall have to be complied with due care and the work is carried out as per the approval only. Any deviation required during the construction shall be approved by Architect/L. Engineer before execution.



The concerned Architect /L. Engineer shall be empowered for any amendments in the plan in process of construction within the purview of DCR.

- c. Frequency of Inspection by the Architect/L. Engineer:- The Architect/L. Engineer shall inspect and submit the site inspection report along with photographs/video clips, at stages while submitting the building proposal, after completion of plinth work, and finally at the time of Building completion certificate to the authority. Such inspection reports shall be submitted and uploaded within 48 hours from the date of inspection.
- d. After submitting the application or during the construction of building if the Architect/L. Engineer is changed, he shall intimate the competent authority immediately that he is no longer responsible for the project from the date of intimation. The construction work shall have to be suspended until the new Architect/L. Engineer as the case may be appointed by the owner. Owner's intimation regarding change of licensee shall be considered to be final. After Such intimation joint inspection report by concerned Executive Engineer, old and newly appointed Architect / applicant shall be prepared within 7 days of intimation. After intimation of the new appointed licensee and joint inspection report he shall then undertakes and start the project.

## 2.10 Transitional

1. All existing proposals of Layout and Buildings shall henceforth be processed as per this Manual for Building Approval
2. The concession files which have to be submitted to Municipal Commissioner's office can be processed as per the old system.
3. The Developer/Owner shall have an option to appoint various consultants as per this circular and obtain fresh remarks from such consultant for the ongoing proposals. The consultant shall ensure that the earlier remarks given by the TMC are considered, while issuing the fresh remarks. Wherever the Developer opts for the Consultant then the completion report shall also be issued by the Consultant.
4. The Developer may opt to continue to implement the proposal in respect of ongoing buildings as per the remarks issued by the TMC. In such event the Completion Certificate must be obtained from the department which has issued the remarks.
5. In case of a Layout the buildings for which work is on going on the date of this manual, the Developer may follow what is stated in Sr.No.3 and 4



above for such ongoing buildings. For the buildings for which no work has commenced in a Layout, the permission for such building shall be obtained as per this circular and as per Manual.

6. In case of ongoing Layout the developer shall have an option to obtain remarks from the consultant in respect of services and infrastructure to be provided within the Layout. The consultant while issuing the remarks shall ensure that the remarks given by the TMC are considered while issuing their remarks.

In event of such option being exercised the completion shall be obtained from the Consultant. The Developer may opt to continue to implement the proposal in respect of ongoing layout as per the remarks issued by the TMC. In such event the Completion Certificate must be obtained from the department which has issued the remarks.

The above directives shall be followed by all TMC departments from immediate effect.

Sd/-  
**Municipal Commissioner**